OFFICE OF THE PRESIDENT, TOWN MUNICIPAL COUNCIL, CHIKMAGALUR.

Notice dated 3rd June 1939.

Notice is hereby given to the inhabitants of the Chikmagalur Town Municipality that the Municipal Council, have resolved at their meeting dated 29th November 1938 to bring into force bye-laws under Section 48 (1) (f) of the Town Municipal Act of 1933, for registration of births and deaths occurring in the limits of Chikmagalur Town.

Any person objecting to the adoption of the bye-laws published below may prefer his objection to the President, Town Municipal Council, Chikmagalur, within one month from the date of publication of these bye-laws.

Objections received after that date will not be considered.

C. B. SANKARA IYER,
President.

Draft Rules for the Registration of Births and Deaths framed under Section 48 (1) (f) of the Town Municipal Act, VIII of 1933 in the Chikmagalur Town Municipality.

1. *Definitions.*—For the purpose of these rules :—

(*a*) the term " Division " means the area in which any Registrar of Births and Deaths is appointed to perform his functions.

(*b*) the term " occupier " includes any person for the time being paying or liable to pay to the owner the rent or any portion of the rent of the land or building in respect of which the word is used.

(*c*) the term " President " means the President of the Municipal Council for the time being.

(*d*) the term " Public Institution " includes a prison, lock-up, lunatic asylum, hospital, reformatory, industrial school, barrack and any charitable or other institution, which is under the management of a public body, officer or person.

(*e*) The term " Registrar " means and includes any person who may be appointed by the President as a Registrar of Births and Deaths for any division of a Municipality.

The Octroi Manegar shall, for such time as the Council may appoint a Registrar, be the Registrar of Births and Deaths.

(*f*) The term " Registrar-General " means the Director of Public Health to the Government of Mysore for the time being.

(*g*) The term " still-born " or " still-birth " have reference to a child born after the 28th week of gestation as dead or apparently dead and not called back to life.

2. *Appointment of Registrars.*—For the proper registration of all births and deaths the Municipality shall be divided into divisions and for every such Division a Registrar of Births and Deaths shall be appointed.

3. *Registrar to live in his Division.*—Every Registrar shall reside at some conveniently central place within the Division of which he is Registrar, and shall cause his name with his designation as Registrar of Births and Deaths for the Division for which he is so appointed, in English and Kanarese, to be placed in some conspicuous place on or near the outer door of his office.

4. *Temporary arrangements during illness or absence of the Registrar.*—In case the Registrar is unable for more than a week to attend to his duties on account of illness or other urgent cause, he shall report the fact to the President, who shall at once make temporary arrangements for the performance of the duties of the Registrar, and any person thus temporarily appointed shall be held to be the Registrar for the purpose of these rules. The President shall report the arrangements made to the Registrar-General.

5 *Information of Births to be given within seven days.*—Information covering all the particulars specified in Form No. V. S. 1(b) appended shall be given to the Registrar of the Division within one week after the day of birth regarding every birth that takes place within the Municipal limits.

The duty of giving notice of births is laid, in the first instance, upon the father, provided that the child is legitimate and that the father is in the Municipality.

In the absence of the father and in all cases of births of illegitimate childern, the duty is laid on the mother, provided that her health permits.

Should both father and mother be unable or fail to give notice, the duty is laid on the medical officer or midwife attending the mother.

Where there is no medical officer or midwife, the duty is laid upon the occupier of the building in which the birth takes place.

6. *Information of Death to be given within* 36 *hours.*—Information regarding the death of any person dying within the Municipal limits, covering the several particulars prescribed in Form No. V. S. 2 (b) shall, within 36 hours of such death, be given to the Registrar of the Division.

The duty of giving such notice is laid in the first instance, upon the nearest relative of the deceased person who has been present during his ill-ness.

Failing such relative, it is laid upon the Medical Officer who attended the deceased person.

Where there is no Medical Officer, the duty is laid upon the occupier of the building in which the death occured.

7. *Births and Deaths occuring in Public Institutions to be notified by the Officer in-charge.*—The above rules do not apply to the case of a birth or death occuring in a Public Institution. In that case the duty of sending the notice is laid upon the officer in charge of the Institution.

8. *Particulars regarding dead bodies found exposed to be reported by Police.*—In cases of discovery of dead bodies, whether of newly born children or otherwise, it should be the duty of the Police Station Officer within whose jurisdiction any such body is found to report to the Registrar such particulars as are available for the purpose of the entries to be made in the registers of deaths as well as, in the case of the newly born childern, in the register of births.

9. *Priests and burial ground watchmen to furnish information if required.*—Should the President so order, every person who conducts the funeral obsequies of any person dying within the Municipal limits, and any person who is placed in charge of a grave yard, burning ground or other place of burial or cremation, shall furnish the Registrar with such information as he may be required by the President to furnish regarding any funeral obsequies conducted by him or any burials or cremations that have taken place within the premises committed to his charge, as the case may be.

10. *Registrar to register information without fee or reward and to inform himself of every birth and death.*—Every Registrar shall inform himself carefully of every birth and death which takes place in his Division, and shall register, as soon as conveniently may be after the event, without fee or reward, the particulars required to be registered under rule 11 touching every such birth or death as the case may be, which has not already been registered.

11. *Forms of Births and Deaths Registered to be maintained in original, duplicate and triplicate.*—The Register of Births and Deaths shall be maintained in Form No. V. S. (1)(b) and the Register of Deaths in Form No. V. S. 2 (b) appended in original, duplicate and triplicate.

12. *Entries to be numbered serially.*—In each of these registers the occurences registered shall be numbered serially, the series of numbers running from 1st January to 31st December. No entries shall be interpolated between two serial numbers.

13. *Written information received from the Registrar to be preserved for two years.*—All information received by the Registrar in writing in connection with the registration of any birth or death shall be filed by him and preserved for two years.

14. *Entries in respect of children born dead.*—A special column in the register of births is provided for the entry of still-births, which are not included in the statistics either of births or of deaths.

15. *Entries in respect of children born alive which die before the birth is registered.*—In the case of a child which is born alive but dies before its birth has been registered, the Registrar shall enter the birth in the register of Births and Death in the Register of Deaths.

16. *Registers to be renewed once a year. Registers to be sent by the Superintendent, Government Press, direct to Presidents for distribution to Registrars.*—Each register shall, consist of 1,098 pages 366 original, 366 duplicate; and 366 triplicate and shall be used continuously for a period of one year. The Superintendent, Government Press, will print these registers and issue them to the Presidents for distribution to the Registrars concerned atleast by the end of November of each year.

17. *Triplicate copies to be sent daily to the President of the Municipality.*—The triplicate pages which have been written up during every day shall be detached at the perforation and sent by the Registrar to the President of the Municipality before the close of the following day. The particulars shall thereupon be posted into the consolidated register of births and deaths which shall be maintained in the Municipality.

If during any day no births or deaths have occurred, the triplicate form should be sent with the remark 'Nil' written thereupon.

18. *The President to collect the duplicate returns from Registrars and forward them to the Registrar-General so as to reach him on 5th and 20th of every month.*—The duplicate pages shall be similarly detached at the perforation and sent to the President, who, after scrutinising the returns carefully, should forward them in a bundle to the Registrar-General so as to reach him once a fortnight on the 20th and 5th of every month.

19. *Check by the President of regular receipt of returns.*—A set of posting registers showing the names of the Registrar will be maintained in the Office of the President, in which the returns received will be posted as they come in. When these registers show that the return for any day is 48 hours overdue, a reminder will be sent to the Registrar. The President will take disciplinary action against Registrars who are frequently in default.

20. *Process of sorting and abstracting the returns in the Central Statistical Office.*—The returns received in the Central Statistical Office will be abstracted and posted into registers for purpose of compilation.

21. *Filing of returns permanently.*—As soon as the required information has been abstracted and posted the returns for each month will be filed in racks. At the close of each year the returns will be transferred to record. These records will be detained as permanent records.

22. *Reviews to be published montly and quarterly.*—The statistics so abstracted will be published for the information of the authorities concerned and of the public with a review of the same, monthly and quarterly.

23. *The original register to be finally deposited in the Office of the President.*—Each register of originals shall be retained in the custody of the Registrar for one year after it is closed and shall then be sent to the President who, after careful scrutiny of all unattested erasures and alterations, shall file it as a permanent record.

24. *Entries to be made in the birth registers by midwives and vaccinators.*—It shall be the duty of the Registrar to produce his register of births before the midwife and vaccinator, and it shall be the duty of the midwife and the vaccinator, respectively, to enter their initials, with such remarks as may be called for, against the cases in which they have attended at the birth of a child, or vaccinated it, as the case may be.

25. *Supervision over Registrars.*—The District Sanitary Officer, the Chief Officer and the Sanitary Inspector shall constantly inspect the Registers of Births and Deaths, make test checks by enquiry, instruct the Registrar of his duties and exercise a general supervision over the work of the Registrar. The Register shall be checked at least once a week by the Sanitary Inspector and the entries verified should bear the initials of the checking officer with date of check.

26. *Errors.*—Every erasure found in the register of births or in the registers of deaths shall be corrected by drawing across the original entry in red ink (but not so as to render it illegible) and writing the new entry above it, and the correction shall be fully signed and dated by the Registrar, if the error be discovered by him, and by both the Registrar and the checking officer if the error be discovered by a checking officer. All such corrections shall be duly intimated to the Registrar-General through the President with the reasons therefor. The corrections, when approved by the Registrar-General will be made in the returns filed in the Central Statistical Office, and due information will be sent to the Presidents for informing the Registrars concerned :

Provided that no entry shall be corrected under this rule more than a year after the entry has been made, except with the previous sanction of the President.

27. *When Registrar to give extract free of charge.*—The Registrar shall, as soon as the registration of the birth of a child has been completed, give, on application, free of all charges, to the person who gives information of the birth, and extract under his hand from the register relating to such birth. For purposes of this rule the register will be the register of originals kept by the Registrar.

28. *Search of Birth and Death Registers.*—Any person may at any reasonable time, on payment of fee of four annas for each visit, search any registers of births and deaths. For purposes of this rule the register of births and deaths will be the return sent through the President to the Registrar-General and filed in the Central Statistical Office, or in the case of occurrences prior to the coming into force of these rules, the registers filed in the office o the President.

29. *Issue of Birth and Death Certificates.*—Any person requiring a certificate of birth or death may put in an application affixing a one anna court fee stamp and enclose an eight anna court fee stamp to be affixed to the certificate.

The application should state clearly :

(1) The name and father's name of party in relation to whose birth or death a certificate is required ;
(2) The date, month and year of the occurrence ;
(3) The name of the street and the division where the event occurred ; and
(4) The postal address of the applicant for copy.

The application shall be addressed to the President who will be empowered to grant the extracts to the party concerned. Such extract shall be certified as provided in Section 76 of Indian Evidence Act of 1872, and may be produced in proof of the entries of which they purport to be the copies.

In addition to the court fee stamp referred in rule 29, para (1) fees payable to copyists and examiners should be paid in advance in cash.

30. *Penalty for omission to give information.*—Any person whose duty it is to give information under the preceding rules and who neglects or refuses to give such information, shall be liable to a fine not exceeding ten rupees.